

## **FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of the officer in charge of all fire department operations. The fire chief is directly responsible for the organization and administration of the department, for financial planning and budgeting of funds, for public relations, and for employee supervision. The chief is also responsible for providing for employee training and for fire prevention, as well as directing all fire suppression operations of the department either in person or through a designated subordinate. The fire chief has authority and responsibility to operate independently and is accountable to Central FPD #4 Board of Commissioners.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of fire department services (eg. fire suppression, fire prevention, training, communications, maintenance, and administration); sets management policies and goals and objectives for the department; determines how operating units of the department should be organized, along with number and distribution of such units; assists in the research and planning of special programs and activities of the department; delegates authority to subordinates for the more effective work of the department when such delegation is not inconsistent with municipal authority, express provisions of the law, or contrary to these rules.

Attends all meetings required by the local governing authority to give reports, offer advice, make recommendations, keep informed on local trends that may affect the fire service, etc.

Gathers information to be used in compiling budgets; consults with the governing body and prepares and submits to the proper authority a departmental operating budget; prepares specifications for public bids and oversees the bidding process; draws up specifications for new fire department equipment; purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

Provides for and insures that accurate department records such as financial records, personnel records, records of activity, inventory records, etc., are maintained; supervises the

preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such; personally completes all forms, records, and reports required of the chief executive officer of the fire department by the appointing authority.

Responds to all alarms for major fires or those received from congested areas in which fire might result in serious loss either to life or property; responds to all other alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate; supervises subordinate employees at the scene of an emergency in fighting fire, containing hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire, or related duties.

Maintains a public relations program; informs the public of the necessity and methods of civilian cooperation in fire department work, by means of talks, demonstrations, distribution of literature to schools, civic groups, owners and employees of public and private buildings, etc; attends official meetings, delivers speeches, and meets with civic and governmental groups to discuss needs of the fire department, to present official department stand on issues under discussion, to answer questions, etc.; acts as department representative to the news media, releasing information and answering questions concerning the work of the department.

Interviews prospective employees and makes hiring decisions; supervises department employees performing all phases of fire fighting, fire prevention, maintenance, and other functions of the department.

Enforces fire prevention laws, such as safety regulations for public assemblies, the handling and storage of combustible materials, and the use of inflammable liquids and explosives; personally inspects or directs the inspection of buildings to determine the existence of potential fire hazards; assists law enforcement personnel who take charge of evidence and investigation of possible arson.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources; provides for regular employee training.

Supervises the general care, maintenance, and use of departmental alarm and signaling systems fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property; provides for the purchase and storage of all needed supplies and equipment for the department.

Performs any related duties assigned.



**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and being a qualified elector of the State of Louisiana.

Must have a valid driver's license.

After appointment, must become a resident of Central Fire Protection District.

Before appointment, must pass a physical examination and be physically fit to perform duties as required.

**MUST MEET ONE OF THE FOLLOWING TWO QUALIFICATIONS****EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or other related curriculum and at least five (5) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have an associate degree in fire science, fire administration, or other related curriculum, or a bachelors degree in an unrelated curriculum and at least seven (7) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which would include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.